



Minutes BHC Board Meeting held on 11 May 2022

Location: BHC Boardroom/Zoom
Chair: Tahnee Davies
Secretary: Zac Morrow
Minutes: Rowena Beaumont (from recording)

Attendees: John Burke, Tahnee Davies, Erica Schurmann (via zoom), Catia Malaquias (via zoom), Matt Titmanis, Nicole Cooper, Naomi Liddelow (via zoom), Krystina Myhre, Carlee Ingelson, Zac Morrow, Emily Donders

Student Representatives:

Apologies: Kara Beecham, Adrian Lee

	Agenda Items	Discussion/Action	Who
1.0	Introduction		
1.1	Welcome – Acknowledgement of Whadjuk Noongar Country		Chair
1.2	Reflection	In Kara's absence, the Chair noted the reasons why we have a reflection and some of the topics raised in previous reflections.	Chair
1.3	Apologies, Disclosure of interests	Kara Beecham, Adrian Lee	
1.4	Introduction of new board members	Krystina Myhre -parent, Zac Morrow- parent, Emily Donders-Staff HASS. Each gave a brief self-introduction and reasons why they wanted to join the board. Thanks given for the induction material and welcome received.	
1.5	Correspondence	Nil	
1.6	Confirmation of Agenda and review of annual calendar	To receive reports from the sub-committees (where available) and update on college issues.	
1.7	Minutes of Previous Meeting Circulated on 5 May 2022	Minutes circulated on 5 May, taken as read. Minutes of meeting held 23 March 2022 approved as true and accurate record of the board meeting. TD: Moved ES: Seconded All in favour	
1.8	Reviewing Actions from previous Meeting	<ul style="list-style-type: none"> iPulse – committed to having a trial. IT issues remain - clarification sought by Sunny from iPulse around the requirement for them to do some development of the software. Nicole and Sunny to follow up. Bag Storage – some extra bag storage in Student Central. Refit of college gym storage requires modification. Different quotes for work ranging from \$8001 - \$27,000 significant difference in the price and the products. Requested another quote from a company on the CUA they haven't submitted yet. John to follow up on third quote. Bag Hack training still to be delivered to Year 7s. 	

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		<ul style="list-style-type: none"> • Student Exit Survey (return is slow) only received one back since last meeting. All parents that have left this term have received a survey. • Student Uniform – John’s report. • Student Board Report – delegated to Governance Sub Committee. • Student equity fund – College to communicate through newsletter for more parents to donate to this fund, money effectively used for students in need. • Social Environment Survey – JB to circulate information on changes implemented in response to feedback on student social environment. • Student/Parent/Staff Surveys – next one to be circulated soon. Looking for low variation. Provides a comparison for future. • Board Community Member – JB & TD to get together have look at parents who nominated for board and others. • Risk Matrix - no update at this time. 	
2.0	2022 Updates		
2.1	Principal’s Update including Annual Report Update <ul style="list-style-type: none"> • Principal’s Report – for noting 	Snapshot of information presented. <ol style="list-style-type: none"> 1. College staff update. 2. COVID Update 3. Stage 11 Progress – on time for November opening. 4. Status of Annual Report – still in draft form, at proof-reading stage. Will be circulated to board when ready. 5. Year 9 Camp – information sessions to be advertised soon. 6. House Naming Project – to be run by Creating Communities in Term 2/3. A six-week process. 7. Year 10 course Electives provided for review. 8. Uniform update – Shorts currently being designed and made hope to have by T2- will run out existing stock. Harvey dropped samples of Tracksuit pants (replacement of the trouser). Can have for this winter if we decide to go ahead with this design. Students already reviewed. Board considered samples. Matte finish on the fabric looks like charcoal, not as strong as black. Hard wearing in the wash and wear. Light weight more warmth. <p>Board agreed to go ahead with production of the track pant – agree with students’ choice of black colour over grey.</p> <ol style="list-style-type: none"> 9. NAPLAN - BHC Kids still doing remarkable better than WA schools including Halls Creek, Kwinana, Headland. Slightly worse in year 7 than like schools. Up-coming Year 7 and 9 results will give better picture. 	JB
	<ul style="list-style-type: none"> • TD Letter and Principal Response – for noting 	Discussion of Chair January letter and Principal’s May response. <ul style="list-style-type: none"> • Agree with collaborative approach and focus on business plan for board. • Universal design fundamental part of business plan and values. Teaching style is a long way from where it was a year ago. In a strong position with need for home learning at present. • Will provide accurate suspension data. 	

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		<ul style="list-style-type: none"> Useful document for incoming board members, good summary of key issues that BHC is addressing. John happy to receive any feedback on his response. 																																	
2.2	Finance Update <ul style="list-style-type: none"> Finance Report – for noting 	<ul style="list-style-type: none"> This is a quarterly snapshot (more detail for the next meeting) Student numbers sitting current numbers at the end of April 2022 compared to census numbers in Feb is 918 (small increase in students.) Voluntary Contributions collections has been strong (72%) compared with last year at the same period reporting. Putting it on Compass payment links has been effective. Student Equity Fund applications have increased more than anticipated. Expenditure compared to initial budget at beginning of year about 48%. Requests for laptops for student loan bank. Figure for salaries has increased due to staffing changes made. Next Meeting – NC will provide deeper analysis around budget v's expenditure and targeted initiatives. NC happy to provide a finance information session for new and continuing board members if desired (as given in 2021). 	NC																																
2.3	Review of Board Code of Conduct <ul style="list-style-type: none"> BHC Code of Conduct – for review 	Regular review of Code of Conduct for Board Members part of governance process. No changes recommended.																																	
3.0	Sub-Committee Updates and allocation of new board members																																		
3.1	Sub-Committees requiring new members: <ul style="list-style-type: none"> Governance Sub-Committee (Acting Chair – Tahnee) Risk Sub-Committee (Chair – Unallocated) 	<p>Discussed need for members of some of the sub-committees. Considered combining risk and governance but decided useful having as separate sub-committees. Some movement in the sub-committees.</p> <p><u>Revised Sub-Committee Membership</u></p> <table border="1"> <thead> <tr> <th>Governance</th><th>Risk</th><th>FAS</th><th>Student Wellbeing</th></tr> </thead> <tbody> <tr> <td>Erica (Chair)</td><td>Naomi (Chair)</td><td>Catia (Chair)</td><td>Krystina (Chair)</td></tr> <tr> <td>Tahnee</td><td>Tahnee</td><td>John</td><td>Catia</td></tr> <tr> <td>Matt</td><td>Nicole</td><td>Erica</td><td>Kara</td></tr> <tr> <td>Zac</td><td>Adrian</td><td>Matt</td><td>Carlee</td></tr> <tr> <td>Emily</td><td>Emily</td><td>Zac</td><td>Jeanette</td></tr> <tr> <td></td><td></td><td></td><td>Annette</td></tr> <tr> <td></td><td></td><td></td><td>Kate</td></tr> </tbody> </table> <p>Zac has volunteered to take on the Secretary role.</p>	Governance	Risk	FAS	Student Wellbeing	Erica (Chair)	Naomi (Chair)	Catia (Chair)	Krystina (Chair)	Tahnee	Tahnee	John	Catia	Matt	Nicole	Erica	Kara	Zac	Adrian	Matt	Carlee	Emily	Emily	Zac	Jeanette				Annette				Kate	
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3.2	Sub-Committee Updates and Term 2 plans <ul style="list-style-type: none"> Risk (Nicole) Governance (Tahnee) FAS (Catia) Student Wellbeing (Erica) 	<p>Risk S/C [Nicole]</p> <ul style="list-style-type: none"> Matrix would be great to distribute and have a look at reconvening in the next few weeks. To have an overview on future risks coming up. <p>Governance S/C [Tahnee]</p> <ul style="list-style-type: none"> Meeting week 7 look at Positive Behaviour Policy, and uniforms. Student Board report review and response. Book in some Governance training for week 3, T3 at board meeting. John to arrange. <p>FAS [Catia]</p>																																	

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		<ul style="list-style-type: none"> Third Party Facility Shared Use Guidelines – Was discussed that it would be helpful to clarify how we are allocating access to facilities in term of priorities. What category they come into, need to clarify declining access i.e group wanted to use our facilities that conflicted with our values and business plan. Outline reasons for declining. <p>Third Party Facility Shared Use Guidelines as discussed approved for public use.</p> <p>TD: Catia</p> <p>ES: Erica</p> <p>All in favour</p> <ul style="list-style-type: none"> Dr Katrina Stratton (MP for Nedlands) is organising a celebration with students and sub-committee for success in obtaining All Gender Toilets in new build. Considered report on Subi East Redevelopment <p>Student Wellbeing [Naomi]</p> <ul style="list-style-type: none"> Considering ipulse, student governance, behaviour policy. <p>John will circulate the Positive Behaviour Policy to the Student Wellbeing and Governance Sub-Committees for review when ready.</p>	
4	Other Business		
	Next meeting: 15 June 2022		
	Meeting Closed:	8:10pm	

Approved by the BHC Board on 15 June 2022.



Signed: _____
BHC Chair